

**CONTRACT INSTRUCTORS AND GUEST SPEAKERS PROGRAM****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies and procedures for Air University (AU) schools wishing to obtain the services of contract instructors and guest speakers. It applies to all AU schools (Air War College (AWE), College of Aerospace Doctrine, Research, and Education (CADRE), Air Force Institute of Technology (AFIT), Air Command and Staff College (ACSC), Ira C. Eaker College for Professional Development (CPD), Squadron Officer School (SOS), Officer Training School (OTS), and College for Enlisted Professional Military Education (CEPME).

This instruction is affected by the Privacy Act of 1974. Each form subject to the provisions of AFI 37-132, *Air Force Privacy Act Program*, and required by this publication contains a privacy act statement. The requester shows and, upon request, gives the affected individual a privacy act statement for each form, format, or form letter used to collect personal data before asking for the information. Authority to obtain this information is USC 8012.

**SUMMARY OF REVISIONS**

This revision includes the establishment of an Air University Guest Speaker Homepage and the procedures required to keep it updated.

**1. Terms Explained:**

1.1 **Speaker.** For the purpose of this instruction, the word speaker is used as a general term to describe all instructors and various categories of speakers. When a particular instructor or speaker is discussed, the proper terminology will be used.

1.2. **Contract Instructor.** Hired because of expertise to instruct a particular seminar, block, class, or group (non-DoD).

1.3. **Functional Area Instructor.** An individual (normally a code 7 or below) who makes a presentation at an AU school because of their professional expertise or association with a specific functional area that is not available in assigned faculty or student resources. The topic for the presentation and methods or format are selected by the school to accomplish specific educational goals.

1.4. **Adjunct Instructor.** A DoD person hired to instruct a particular seminar, block, class, or group because of their professional expertise or association with a specific functional area that is not available in assigned faculty or student resources. The topics for the presentation and methods or format are selected by the school to accomplish specific educational goals.

1.5. **Guest Speaker.** Selected to speak because of fame for a one-time event such as graduation, forum, or group in which a topic related to that individual speaker is discussed.

1.6. **Distinguished Speaker.** A government employee code 6 through 1, or non-government civilian who, by virtue of professional stature or fame, contributes to the education of AU students or faculty through a presentation. The Secretary of Defense, the Secretary of the Air Force, and other eminently qualified dignitaries would be included in this category. Non-government civilians are not designated lower than code 6 without the approval of AU/CC. (Speakers invited to the National Security Forum and special speakers or panel members at AU-sponsored symposia would, in most cases, be included in this category.)

**\*1.7. Distinguished Visitor (DV) Codes.** An expanded listing of DV codes, for reference purposes, can be in AUI 36-108, *Protocol Requirements in Support of Distinguished Visitors*. Refer to that listing to identify your DV's code level.

**2. Policy.** The services of contract instructors, adjunct instructors, or guest speakers in support of AU programs may be obtained when services cannot be supplied by assigned personnel. However, their use is limited to those needed to fulfill mission requirements.

**\*2.1.** AU schools invite active duty Air Force and sister service flag officers (code 3-6) and service chiefs (code 2) as desired to speak to their students during each academic year at special events such as symposia, graduations, etc. An AU school electing to invite a code 3 or below to speak is the host school. If a joint session is required for the a code 4 or below, the host school must coordinate with the speaker for additional speaking opportunities. For code 3 speakers, AU Protocol coordinates speaking opportunities at other schools. If use of Polifka Auditorium is required for a joint session, the inviting school coordinates with SOS. To accommodate these distinguished speakers, AWE and ACSC must consider schedule changes for afternoon lectures, or an occasional evening session (inviting or host school pays overtime costs incurred). In addition, the host school is responsible for providing refreshments as required to their students for a special event. For code 4 and below, the inviting school continues to act as host even if the distinguished speaker subsequently agrees to speak to other schools during the same visit. For code 2 and above, AU/CC is the host and AU Protocol coordinates, plans, and supervises protocol requirements. AU Protocol coordinates host tasking, and plans and supervises protocol requirements. (Schools notify AU Protocol of a distinguished speaker by AETC Form 88, *Distinguished Visitor Notification*, as explained in AUI 36-108.)

2.2. For other distinguished speakers, functional area speakers, and contract instructors invited to lecture, the host school or host officer assumes responsibilities (para as 2.1). The host school coordinates with all other schools to ensure the most effective use of speakers.

2.3. Non-DoD guest speakers at resident schools may be paid an honorarium for their services or paid as a contract instructor based on the requirement and use of speaker. (See terms listed in section 1).

2.4. Each host school determines their requirements and makes arrangements for invitations, necessary travel, and the payment of honoraria or contract. Letters of invitation to distinguished speakers, code 3 through 1, or persons of

equivalent stature, normally offer the courtesy of alternative presentation formats even though a topical lecture and question-and-answer period was established in an informal contact.

**\*2.5.** Invitee information is provided on a single World Wide Web (WWW) page, the Air University Guest Speaker Homepage, which is on the AU WWW server. Access to this homepage for the purpose of viewing information is restricted to personnel assigned to the Maxwell-Gunter base complex only and the URL for this site is not publicized. The Commandant or Commander of each school designates a person within each organization to be responsible for updating invitee information. The invitee information consists of the following particulars: Speaker's name, date of presentation, location, POC (name, phone, e-mail), subject/remarks. Do not include any information protected by the Privacy Act of 1974; for example, social security numbers, home addresses, or home phone numbers; contact HQ AU/JA with any questions in this regard. The identified unit representative is the only person allowed to make entries into the unit's listing. Access for updates are restricted by IP address and user name and password. All projected invitees are added to the listing as soon as they are invited by either telephone or letter. Invitee information is updated by the 15th of the month as a minimum, include speakers scheduled through the end of the next month (beyond if known).

2.6 The best qualified authorities in their respective fields should be invited to speak. However, given a list of equally qualified speakers, AU schools should select speakers with the desired level of fame and expertise from locations near AU.

2.7. AU organizations should plan speaker presentations to ensure authoritative and balanced views on controversial political, economic, and social issues, particularly those involving official policy.

2.8. **Non-DoD Speakers.** Each AU school should maintain a speaker document file indicating the amount of payment and whether any special fees are required.

2.9. Originator of correspondence containing the itinerary of speakers designates the material "For Official Use Only."

**3. Security.** AU schools do not grant a speaker access to classified information without verification of the necessary security clearance and a need to know. Each commandant or commander ensures US speakers are informed that they are responsible for content classification level and for obtaining approval for any disclosure of classified information from their command,

agency, or department disclosure authority. For those lectures held at the sensitive compartmented information (SCI) level, speakers must ensure their clearances are passed to the AU Special Security Office (SSO) and notify both the school and the SSO of the classification level of their lectures. Additionally, the school representative for guest speakers who are to give SCI lectures must inform the speakers that material to be sent through the Defense Courier Service (DEFCOS) must be sent early enough for receipt before the scheduled lecture and that all SCI material must be stored in the CADRE/IN facility located in the Air Force Wargaming Institute (building 1406, room 218), before and after speaking engagements. Speakers serving as SCI couriers must coordinate with the host school and the SSO to allow enough time for repackaging of materials before departure. Host schools must ensure the AU SSO is notified of an SCI-level lecture a minimum of 2 weeks in advance in order to properly ensure the security of the auditorium.

**4. Procedures For Obtaining Services of Speakers.** A representative of each school makes initial contact with the proposed speaker (including AU-assigned individuals) by letter or other communication to establish the date of lecture and mode of travel. The school representative also informs the speaker of the amount of anticipated payment, if any, and the authorized per diem allowance, if applicable.

\*4.1. Host school contacts the Director of Legislative Liaison (SAF/LL) by telephone before dispatching invitations to members of Congress, Congressional staffers, or employees. Route those invitations for AU/CC signature with cover letter, through the Director of Plans and Operations (AU/XO) and AU Protocol.

4.2. Initial arrangements for speakers from the United States Army, Navy, Marine Corps, Air National Guard, Air Force Reserve, Central Intelligence Agency, Defense Intelligence Agency, State Department, Royal Air Force, and German Air Force must be coordinated with the appropriate AU advisory staff members who are located at Air War College.

\*4.3. Invitations to foreign nationals are handled in accordance with AFI 16-201, *Disclosure of Military Information to Foreign Governments and International Organizations*. Letters of invitation submitted from AFIT must be coordinated through AFIT/XOI. No foreign national is invited as a speaker without prior approval from SAF/IA.

4.4. When contract instructor procedures versus speaker arrangements are appropriate, the school representative shall obtain an estimate of instructor costs from the non-

DoD speaker and provide this information by way of an AF Form 9, *Request for Purchase* to the contracting office. (Paragraph 10 governs payment of speakers)

**5. Letters of Invitation.** If, following an informal contact, a prospective speaker agrees to one or more appearances at AU, a letter of invitation is sent to the speaker. **EXCEPTION:** Letter of invitation is not necessary when speaker is an AU-assigned faculty member. Paragraphs 5.1 through 5.5 below apply to AU schools except AFIT (paragraph 8 governs AFIT letters of invitation).

\*5.1. The AU Commander (AU/CC) signs letters of invitation or appreciation to speakers who are members of Congress, the Secretary of Defense, Service Secretaries, the Chairman of the Joint Chiefs of Staff, Service Chiefs, Commanders in Chiefs, and should reflect AU/PC as the protocol point of contact. AU/CC continues to sign all letters of invitation for the Joint Flag Officer Warfighting Course and the Joint Force Air Component Commander Course. Exceptions are worked on a case-by-case basis. Letters for AU/CC signature are routed by staff summary sheet; include a file copy of the letter for the AU command section and protocol. AU/CC delegates authority to AU commandants and commanders to invite all other speakers. A copy of all letters of invitation letters to 3- and 4-star flag officers and civilian equivalents not signed by AU/CC, must be provided to AU Command Section and AU Protocol. The host school must ensure coordination of the invitation letter with other AU schools who plan to use the speaker during the same visit.

5.2. If a joint presentation or visit to more than one school, the school initiating the presentation or visit prepares the letter of invitation or appreciation.

5.3. The commandant or commander may authorize course directors to sign letters of invitation to speakers with the grade of colonel or below (**EXCEPTION:** The CPD Commander may authorize the school commandants to sign letters of invitation to speakers with grade of major general or below).

5.4. If a speaking or briefing team is invited, the letter of invitation is addressed to the senior member of the team or that senior member's office of assignment.

5.5. AU-assigned speakers can be contacted by telephone or in person.

**\*6. Media.** Invitations to distinguished speakers (codes 6 and above) do not automatically include an offer of media opportunity. In those few cases where the nature of the visit or the background of the individual is so

unique that a local interview is either appropriate or key to the success of the visit, 42 ABW/PA is provided with specific information as to the requirement for the media opportunity. In these cases, the following media opportunity statement is normally included in letter of invitation:

“Air University receives frequent requests from local and regional media for short interviews of guest speakers. If you are agreeable to a 15-20 minute media opportunity, please indicate this to your host officer. We will advise you in advance if a media opportunity has been arranged.”

Public Affairs (42 ABW/PA) coordinates or provides necessary support to include interview location, media invitation, and escort to sessions. 42 ABW/PA furnishes a biographical sketch and the lecture topic to the press. In most cases, the media is not permitted to attend the actual lecture or question-and-answer session. If an Air Force speaker agrees to a media opportunity, 42 ABW/PA determines the appropriateness of the interview session for Air Force News Service or other Air Force internal information products.

**7. Letters of Appreciation.** (Does not apply to AFIT--see paragraph 8). A letter of appreciation to all speakers is signed by the school commandant or commander within 3 workdays following the presentation.  
**EXCEPTIONS:**

7.1. If AU/CC issued the invitation, AU/CC should sign the letter of appreciation. (For joint sessions, this is accomplished by the inviting school.) Forward it through AU/CV by staff summary sheet.

7.2. Course directors may sign letters of appreciation to speakers in the grade of colonel or lower who have been invited by the course director (if authorized by commandant or commander).

7.3. The CPD Commander may authorize school commandants to sign letters of appreciation to speakers with grade of major general or lower (codes 5 through 7).

7.4. Letters of appreciation from CADRE may be compiled as a package and sent out upon completion of its respective courses.

\*7.5. Letters of appreciation from SOS for recurring visitors are sent on an annual basis.

**8. AFIT Invitation and Appreciation Letters.** The AFIT Commandant establishes appropriate guidelines controlling the signature element on letters of invitation and appreciation for AFIT speakers. An information copy of letters sent to speakers of flag officer grade or

equivalent (codes 3 through 1), both active duty and retired, and to civilians of comparable position and grade is forwarded to AU/CC.

**9. Travel.** After preliminary arrangements are made for flag officers or civilian equivalents (DoD and non-DoD), the flag officer's staff handles their travel plans and communicates and coordinates these arrangements with the host school. In some cases, host schools make these arrangements for non-DoD personnel depending on the circumstances. The type of travel order used depends upon the status of the speaker. **NOTE:** Requests for spouse travel must be submitted to HQ USAF/CVA for approval not later than 10 duty days before scheduled to commence. As a general rule, dependents may not accompany DoD personnel on official business at government expense.

9.1. If the speaker is a military member, DoD civilian, or federal employee of another US Government agency, the responsible officer in the inviting school makes arrangements with the parent organization to issue a temporary duty (TDY) travel order. AU funds may be cited in the request for orders if Financial Services (42 CPTS/FMFAT) certifies funds are available.

9.2. If the speaker is a retired military member or a non-federal employee, the responsible officer of the inviting school requests Invitational travel orders in accordance with AFI 37-128, *Administrative Orders*, Chapters 1 and 2, and JTR, Volume 2, Chapter 6, paragraph C6000. Travel orders authorize use of space-available military air transportation.

9.3. Schools normally submit requests to the Chief of Executive Services (AU/ES), through AU/IA (IOS), for military air travel of foreign nationals. Requests are then sent to the appropriate office of approval in accordance with the provisions of DoD 5105.38-M (dated 10 May 94).

9.4. Commandants or commanders or their deputies may approve excess taxi fares or use of privately owned conveyance when deemed most advantageous to the government (JTR, Volume 2, Chapter 2, Part C & D).

9.5. First-class airline accommodations are not authorized without the approval of the Secretary of Defense (JTR, Volume 2, Chapter 2, Part E, paragraph 2204).

**10. Payment to Speakers.** Designated personnel at each school must know how to process requests for payment, special fees, travel pay, and per diem. (Questions on processing payment or special fees, travel pay or per diem should be referred to AU/RPB).

10.1. The school appoints a host officer for each speaker, determines payment (when applicable), and initiates AF Form 9. Payment for speaking is not paid to active duty military personnel or to civilian employees receiving compensation for duties with the federal government.

10.2. Accounting Liaison Office (42 CPTS/FMFA) certifies the availability of funds on AF Form 9. Contract Instructors and Guest Speakers are identified differently and receive payment through different sources. (See paras 10.2.1 and 10.2.2). **NOTE:** The fund cites for speakers are identified yearly through distribution of a guide letter to all AU schools.

10.2.1. A contract instructor (as defined in para 1.2) is identified to EEIC 59261. Although funding limits are not specified, payments should be reasonable and objectively determined based on criteria such as experience, reputation, contribution to the curriculum and so on. Also, consider that selection of a specific contract instructor may be affected by the sole source limitation of \$2,500.

10.2.2. A guest speaker (as defined in para 1.5) is identified to EEIC 59215 and honoraria are paid based on these approval levels:

- School Commandant can approve \$250 or less
- AU/CC can approve between \$250 and \$500
- AETC/CC can approve between \$500 and \$1,000
- HQ USAF/CVA can approve over \$1,000

**NOTE:** Payments are “per speaker” not “per presentation.” Also, a staff summary sheet with justification for approval is required at AU/CC level.

10.3. The Services Flight (42 CONS/LGCV) of the Base Contracts Office receives AF Form 9 and prepares DD Form 1155, *Order for Supplies or Services*, for payment.

\*10.4. Multiple lectures may be included on a single AF Form 9. Forward the AF Form 9 to AU/RPB for coordination (AFIT submits AF Form 9 to its budget office and then to its contracting support office at Maxwell AFB). AF Form 9s are then forwarded by AU/RPB to 42 CONS/LGCV. A minimum of 2 weeks before the lecture is required for processing. Schools may handcarry priority requests, supported with an emergency walk through letter, through AU/RPB to 42 CONS/LGCV for coordination. 42 CONS/LGCV then forwards to 42 CPTS/FMFA for certification of funds. FMFA then sends request back to LGCV for contract preparation. **NOTE:** The host officer ensures the speaker provides a social security number or a tax identification

number if the funds are to be paid in the name of a corporation or company, as well as a mailing address.

#### 10.5. Services Flight (42 CONS/LGCV):

10.5.1. Prepares DD Form 1155 in the amount of the payment.

10.5.2. Forwards the original and one copy of DD Form 1155 to DFAS Limestone, two copies to the requesting organization, and retains one copy.

10.5.3. Processes the DD Form 1155 on a priority basis (normally 1 day).

10.5.4. Based on memoranda initiated by the school, they will process amendments to DD Form 1155 to reflect substitute speakers or the cancellations of speakers.

10.6. Financial Management certifies the availability of funds cited on the AF Form 9 and records the amount as a commitment.

10.7. Defense Finance and Accounting Service - Limestone Operating Location records signed DD Form 1155 as an obligation of funds.

**\*10.8. Invoice and Receiving Report Requirement.** Host officer is responsible for completing and obtaining signature of speaker on AU Form 235, *Completed Invoice/Receiving Report*, required to be sent to DFAS-LI/FPD Team D, 3 Arkansas Rd, Limestone ME 04151-1500.

#### 11. Travel and Per Diem:

11.1. Each speaker on invitational orders must complete a DD Form 1351-2, *Travel Voucher or Subvoucher*, to be processed according to standard procedures (same as military procedures).

11.2. Travel claims must indicate use or non-use of government quarters and meals, including those furnished by nonappropriated fund activities and AU Protocol expenditures from the contingency funds or special morale and welfare fund.

11.3. To ensure proper management of travel funds, host officers advise speakers to forward their travel vouchers to the 42 ABW/FMF within 5 workdays after completion of travel. If the speaker does not wish reimbursement, a completed travel voucher stating “No Reimbursement Requested” must be forwarded to 42 ABW/FMF by the traveler.

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